

## **Ventana Wildlife Society**

### ***Bilingual Education Program Coordinator***

**Position Overview:** Ventana Wildlife Society (VWS) is a non-profit located in Monterey County, California. Our mission is to conserve native wildlife and their habitats, through research, restoration and education. We operate a year-round Education and Outreach Program that includes school year and summer programs for youth. Programs focus on awakening student's awareness of the natural world and increasing their desire to understand, protect and educate others as to the value of the natural environment. We are expanding our focus to include nature prescription programs for Spanish-speaking families.

We are looking for an individual who is passionate about sharing nature with others, has a background in outdoor youth education and who is familiar with local park lands, habitats, and natural history. The ideal candidate will be familiar with both the public lands of Monterey County and the community of Salinas, as well as professional, organized, flexible, deadline oriented and able to work independently as well as co-lead programs with other staff. Position reports to Education and Outreach Manager and will spend approximately 50-75% of the time in the field at various locations around Monterey County, and 25-50% in the administration office in Monterey. Evenings, weekends, holidays and overnights, as well as more than 40 hours per week may be required for certain programs. Successful federal and state background check required.

**Target Start Date:** September 1, 2021

**Compensation:** Regular full-time position, exempt. Starting salary \$46,800. Health & dental; life insurance; paid time off; 403B with match. Benefits go into effect after probationary period of 2 months.

#### **Job Duties Include:**

- Work with Education & Outreach Manager to develop and implement program curriculum and evaluation.
- Work with partners, vendors, parents and participants to provide ongoing meaningful outdoor experiences.
- Train and manage seasonal / part-time staff. Develop and provide ongoing staff training opportunities.
- Be available point of contact / on call, by phone and to assist staff as needed, during scheduled programs.
- Available for occasional overnights (possibly weekly during the summer months).
- Participate in conflict resolution and discipline through positive behavioral management.
- Be familiar with VWS Emergency Action Plan. Willing and able to administer Adult/Child/Infant First Aid & CPR.
- Maintain inventory and ensure orderly storage and usage of equipment, supplies and facilities, including vehicles.
- Submit program reports and attendance regularly, as well as incident reports and payroll in a timely fashion.
- Enjoy working outdoors in varying weather conditions; able to hike 3 miles and lift up to 50lbs safely.
- Have an understanding of local natural history and ecology; knowledgeable on climate change and other current environmental topics; familiar with local public lands.

#### **Requirements:**

- Verbal and written proficiency in English and Spanish.
- Ability to obtain and hold California commercial driver license with passenger endorsement, clean driver record, certification in First Aid & CPR for Adult, Child & Infant within probationary period of two months.
- A minimum of 3 years driving experience.
- A minimum of 1 year of experience with youth.

#### **Additional Qualifications:**

- Previous management experience.
- Working knowledge of local ecosystems, climate literacy, natural history interpretation.
- Familiarity with cultural relevancy and issues of equity in outdoor and environmental education.
- Fluency in Mixteco, Triqui or Zapotec

**Working Conditions:** Programs are decentralized and take place outdoors, year-round. Camping and cooking outdoors is a part of our programs, as is driving. Participants are picked up in our passenger vans and transported to various locations.

**Please send cover letter in Spanish and resume in English to:** [alenaporte@ventanaws.org](mailto:alenaporte@ventanaws.org)

Interviews will be conducted in English. Finalists will be invited to a follow up interview in Spanish.

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